

**SENIOR INVESTIGATOR (District Attorney)**

**(1) Full Time position at 40 Hrs/Wk.**

**Salary range is \$25.29 – 32.38/Hour**

**Benefits Included**

The Chautauqua County Office of the District Attorney is seeking qualified applicants for the position of Senior Investigator (District Attorney). This is responsible specialized investigative work involving the investigation of crimes, interviewing victims of crimes and witnesses, and gathering evidence in connection with prosecution of suspects. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such crimes. The work is performed under the direction of the District Attorney. Supervision may be exercised over subordinate employees.

A description of the duties and minimum qualifications is listed below.

Please complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street  
Mayville, NY 14757

Equal Opportunity Employer

**SENIOR INVESTIGATOR (DISTRICT ATTORNEY)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible specialized investigative work involving the investigation of crimes, interviewing victims of crimes and witnesses, and gathering evidence in connection with prosecution of suspects. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such crimes. The work is performed under the direction of the District Attorney. Supervision may be exercised over subordinate employees.

**TYPICAL WORK ACTIVITIES:**

Makes investigations to determine if sufficient basis for the preparation of accusatory instruments;  
Interviews police officer, eyewitness and victims of crime;  
Assists prosecuting attorney to locate and make available witnesses during term of court;  
Maintains precise and accurate records of interviews and facts;  
Prepares reports for the District Attorney;  
Participates as lecturer at police training schools involving changes in criminal law and procedures.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law; thorough knowledge of techniques and procedures used in making criminal investigations; thorough knowledge of laws governing arrests, rules of evidence, and court procedures; skill in making criminal investigations; ability to instruct and supervise subordinates in investigation; ability to establish and maintain friendly cooperative relations with law enforcement

officers of other governmental agencies; keenness of observation; integrity; initiative and resourcefulness; honesty; tact; good judgment; good physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time police experience with an approved municipal law enforcement agency, five (5) years of which shall have been in an investigative position or in a supervisory position involving investigative activities; or any satisfactory equivalent combination of experience and training sufficient to indicate ability to perform the duties of the position.

ADDITIONAL REQUIREMENTS: The following credentials must be possessed at the time of application, appointment and during service in this class:

1. A driver's license issued by the New York State Department of Motor Vehicles.
2. A currently valid New York State Certification as a Police Officer.
3. A currently valid New York State Pistol Permit.